

Assembly Instructions

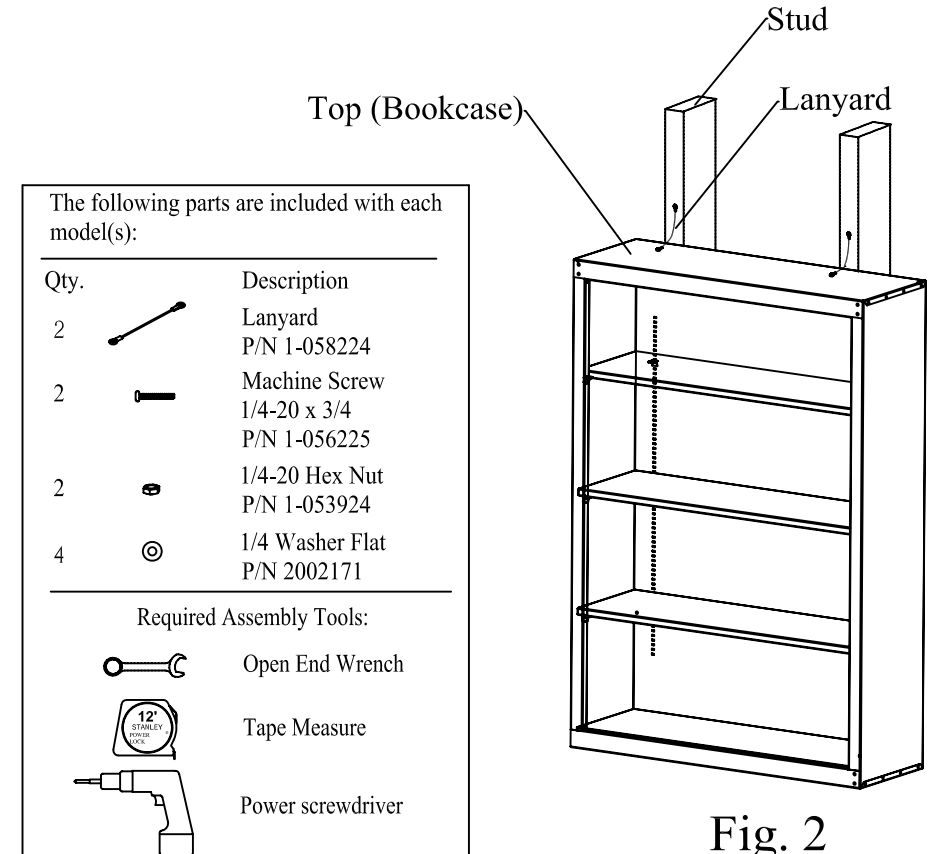
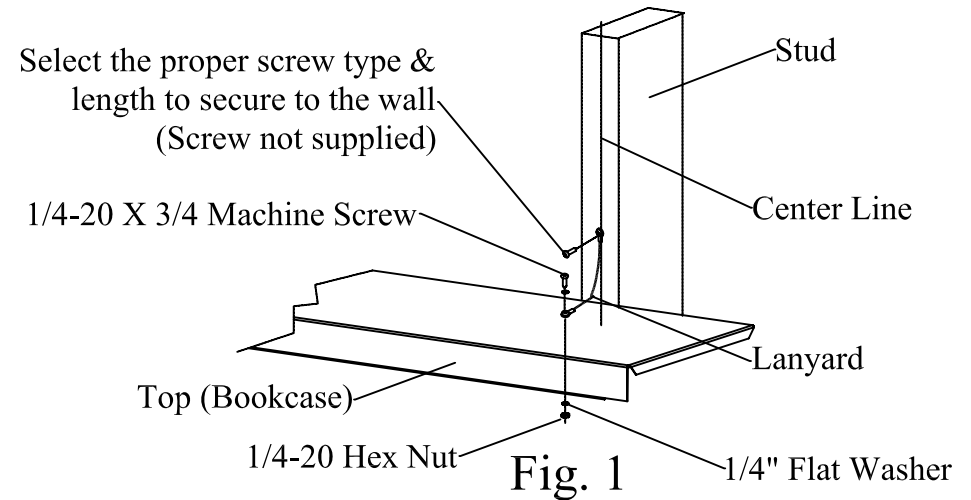
Bookcase Safety Restraint


For use with models BCM3672 and BCM3684.

Bookcase Safety Restraint Installation

1. Position the bookcase against a wall at the desired location.
2. The wall can be constructed of masonry or wallboard and studs. Select the appropriate screw type and length to properly secure the safety restraint to the wall. Install the selected screw through the safety restraint lanyard's larger diameter hole into the center of a stud, or into a masonry wall (See Fig. 1). Secure with a power screwdriver. *
3. Place the lanyard's smaller diameter hole on the top of the bookcase.
4. Install a 1/4-20 x 3/4 machine screw and 1/4 flat washer through the lanyard's smaller diameter hole, and into one of the pre-drilled holes in the top of the bookcase.
5. Once the machine screw and flat washer have been inserted as described in Step 4, place a 1/4 flat washer and a 1/4-20 hex nut over the end of the screw (See Fig. 1) and tighten until secure with a power screwdriver and open end wrench. *
6. Repeat steps 2-4 for the other lanyard (See Fig. 2).

* **Use caution not to over tighten as this may strip threads.**



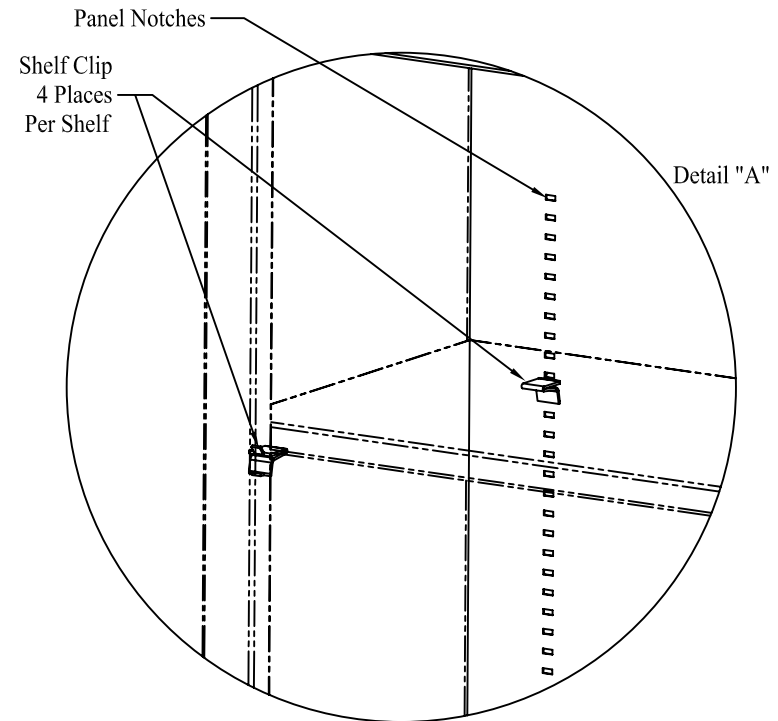
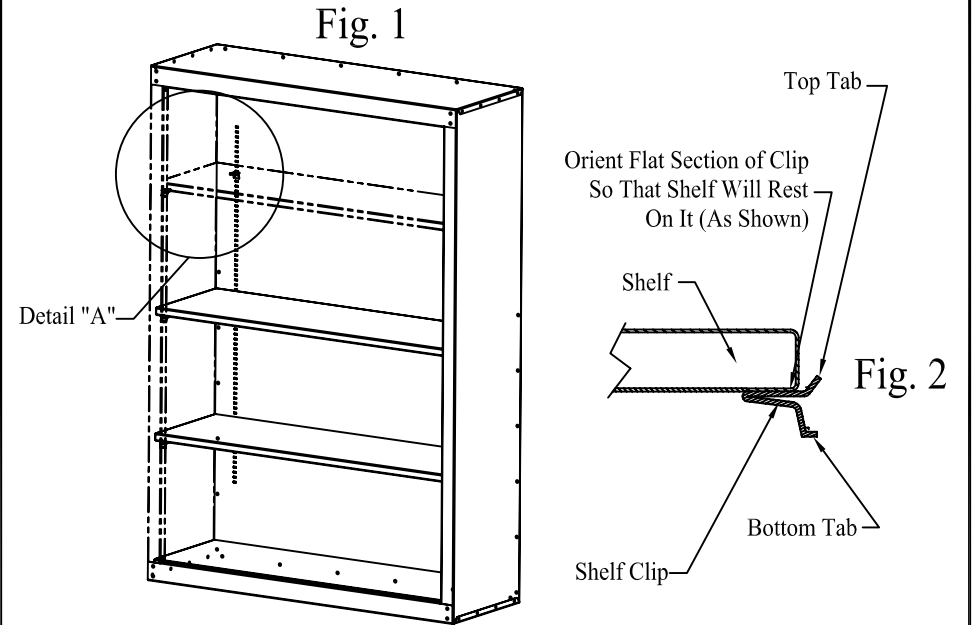
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Assembly Instructions


Bookcase Shelf Installation

Models: BCM3630, BCM3642, BCM3652, BCM3672, BCM3684, BCMCAST3635, BCMCAST3648, BCMCAST3658, BCMCAST3678

1. Remove the bookcase from its carton, discard all packing, and place the bookcase on a flat surface. Remove shelves from the bookcase.
2. Remove shelf clips from the packaging (there should be 4 clips per shelf). Insert the bottom tab of the shelf clip into the desired notch to achieve the desired shelf height. Rotate the shelf clip until its top tab goes into the aligned notch. Be sure to orient the clip so that its flat side will be in contact with the shelf once the shelf is installed (See Figure 2).
3. Install a clip in each of the three remaining notch strips inside the bookcase, using the instructions from Step 2 to do so. Make sure that each of these three clips is positioned at the same point on its strip as the clip installed in Step 2; also be sure that its flat edge is facing upwards. Install a shelf, making sure that the shelf is level on the flat edge of all four clips.
4. Repeat Steps 2 and 3 for the remaining shelves.



The following parts are included with this Instruction Sheet:		Required Assembly Tools:
Qty.	Descriptions	
4 Per Shelf	 Shelf Clip	NONE

 <small>VIRCO MFG. CORPORATION TORRANCE, CA.</small>	TITLE Assembly Instructions Bookcase Shelf Installation Model: See Above	FILE NO. 2016188	REV. A
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